

कार्यालय क्षेत्रीय भविष्य निधि आयुक्त, पुणे-1 & पुणे-2 के लिए मल्टी टास्किंग स्टाफ (दैनिक वेतनभोगी), कर्मियों को लगाने हेतु निविदा आमंत्रण की सूचना

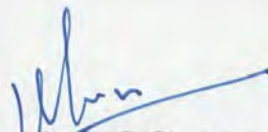
कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, पुणे 2 "भविष्य निधि भवन"ND फ्लोर पुणे कैंटॉन्मेंट बोर्ड बिल्डिंग, गोलीबार मैदान , पुणे कैंप 411001- में संलग्न नियम/शर्तों के अधीन **मल्टी टास्किंग स्टाफ** (दैनिक वेतनभोगी) कर्मियों को एक वर्ष (01.12.2018 TO 30.11.2019) की अवधि तक के लिए मासिक आधार लगाने हेतु , पंजीकृत/अधिकृत व्यक्ति/संस्थान/ठेकेदार/ से निवदाये आमंत्रित की जाती है। डाटा एंट्री ऑपरेटर को लगाने हेतु किये गये अनुबन्ध की सेवाओं से सन्तुष्ट होने पर इन्ही शर्तों/ नियम के अनुसार एक-एक वर्ष की लिए आगे बढ़ाया जा सकेगा।

1. संस्थान/ ठेकेदार/ अधिकृत व्यक्ति द्वारा निविदा के सभी पेजों पर हस्ताक्षर दर्ज कर कार्यालय में जमा की जानी चाहिए।
2. निविदा जमा करने की प्रारम्भिक तिथि : 12.11.2018 को पूर्वाह्न 10:00 बजे।
3. निविदा जमा करने की अन्तिम तिथि : 22.11.2018 को अपराह्न 03:00 बजे।
4. प्राप्त निविदाओं को खोलने की तिथि : 23.11.2018 को अपराह्न 04:00 बजे।
5. निविदा के साथ संलग्न सुरक्षा निधि राशि (ई.एम.डी) : राशि रु.1,00,000/- (एक लाख) का राष्ट्रीयकृत बैंक का डी.डी. जो क्षेत्रीय भविष्य निधि आयुक्त, पुणे-1 & क्षेत्रीय भविष्य निधि आयुक्त, पुणे-11 को अलग अलग देय होगा, को अनिवार्य रूप से संलग्न किया जाना चाहिए।
6. निविदा को संगठन की साइट www.epfindia.gov.in से निशुल्क प्राप्त किया जा सकता है।
7. निविदा के संबंध में किसी भी प्रकार की जानकारी/सहायता इत्यादि हेतु उपरोक्त पते, फोन न. इत्यादि पर किसी भी कार्य दिवस में कार्यालयीन समय में स्वयं/अधिकृत प्रतिनिधि इत्यादि के मध्यम से सम्पर्क किया जा सकता है।
8. संगठन/ कार्यालय को उपरोक्त निविदा सूचना को बिना किसी पूर्व सूचना के निविदा के किसी भाग अथवा पूरी निविदा को सामाप्त करने/ परिवर्तित करने का पूर्ण अधिकार होगा।

संलग्न:- उपरोक्त अनुसार।

(क्षेत्रीय भविष्य निधि आयुक्त-1 के अनुमोदन से जारी)

भवदीय



सहायक भविष्य निधि आयुक्त (प्रशा.)



कर्मचारी भविष्य निधि संगठन

(धन एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

क्षेत्रीय कार्यालय REGIONAL OFFICE

पुणे कंटोनमेंट बोर्ड भवन, गोलीबार मैदान, पुणे - ४११००१

Cantonment Board Building, Golibar Maidan, Pune-411 001

Phone: 020-26454230

Fax: 020-26441124

Email:- ro.pune@epfindia.gov.in

NOTICE INVITING QUOTATIONS FOR OUTSOURCING MULTI TASKING STAFF, TO THE OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER, REGIONAL OFFICE, PUNE-I & PUNE-II

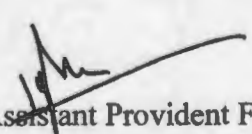
Sealed Tender/Quotations are invited from reputed **MULTI TASKING STAFF** Supplier agencies for office purpose of EPF ORGANISATION, REGIONAL OFFICE, PUNE situated as above. The contract period will be 1 year (01.12.2018 TO 30.11.2019) as per the details enclosed. This agreement is subject to further renewal 12-12 month basis on the same terms and conditions including payment terms if the services are found satisfactory by the Office.

1. Tender with signature of the contractor on every page should be submitted at Office.
2. Start date of Tender submission : 10:00 Am on 12.11.2018
3. Last date of Tender submission : 03:00 Pm on 22.11.2018
4. Received Tender Opening date : 04:00 Pm on 23.11.2018
5. Earnest Money Deposit : Rs. 1,00,000/- in the form of Demand Draft of a scheduled bank in favor of "Regional Provident Fund Commissioner, Pune-I" & "Regional Provident Fund Commissioner, Pune-II" each payable at Pune must be submitted along with Tender.
6. Tender may be download our website www.epfindia.gov.in free of cost.
7. For any query office may be contacted at above address and telephone on working days in working hours.
8. Bids are invited under technical & financial bids system. Technical & financial bids can be submitted in separate envelopes. After evolution of technical bid, financial bid will be opened. Only those financial bids will be opened which are technically eligible. Organization reserves the right to accept or reject any offer without assigning any reasons whatsoever.

Enclose: - As above.

(Issued with approval of Regional Provident Fund Commissioner-I)

Yours Faithfully


Assistant Provident Fund Commissioner (HRM)

TERMS & CONDATIONS REGARDING OUTSOURCING OF MULTI TASKING STAFF TO THE OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER, REGIONAL OFFICE, PUNE-I & PUNE-II.

Quotation should be submitted in the Performa in Annexure-C & D along with a Demand Draft for EMD and attested copies of necessary licenses etc. The EMD is returnable to the bidders afterwards of the contract.

1. Service Providers should have **03 years** experience in the concerned field with central/State/PSU/Autonomous organizations
2. Service Providers should have minimum deployment strength of 100 personal..
3. .MULTI TASKING STAFF supplied shall be physically fit. They should have the minimum educational qualification of HSC, and shall be conversant with the languages of Hindi and English etc. All should possess all such qualifications that are required for MULTI TASKING STAFF for discharge of their duties.
4. The age of MULTI TASKING STAFF to be provided shall be between 18 and 45 years age.
5. Before deployment of the personnel, the agency should ensure that the **persons supplied should not have any adverse police record/criminal case against them.**
6. This office reserves the right of rejection of personal supplied if they are not found suitable and their performance is not up to the make.
7. Service Providers will deploy MULTI TASKING STAFF upon receiving a specific order in writing from this office. The successful bidder will have to enter into an agreement with the office "Regional Office, Pune-I & Regional Office, Pune-II".
8. The Contract can be terminated by either of the parties by giving 30 days notice.
9. The persons engaged shall be Employees of Servicer Provider. The Service Provider liable to pay salaries of the persons of the deployed by 7th of every month irrespective of payment of their bills. This office shall make no payment directly to the personal sent by the Service Provider for MULTI TASKING STAFF and the payments shall be made in the name of the service provider.
10. The Service Provider should follow all Labour Laws such comply as EPF,EST and GST etc.applicable from time to time and shall comply with all statutory obligations without fail within the due dates irrespective of submission of bills to this office. Copies of such paid Challans should be enclosed to the concerned bills along with copy of attendance certificate, Wage Register etc. duly attested by the Authorized Person.
11. The Service Provider should submit UAN.No. Aadhar No. and Phone No., in respect of all personnel deployed to this office immediately on commencement of contract.
12. The MULTI TASKING STAFF will be taken on daily wages and casual basis only. Hence the employer should submit the rate/amount of wages per day specifically for each category. The Service Provider shall be responsible for payment of minimum wages, as per Central Government Law ,Provident Fund ,ESI Contribution and other statutory dues in respect of personnel supplied as per Central Government Law and they should furnish

all the details of rates & amounts payable towards the above statutory payments while quoting the charges for deployment of each Security Guard duly enclosing supporting documents.

13. The Service Provider shall submit their bill on a monthly basis to Regional Provident Fund Commissioner latest by 7th day of the following month. This office shall make the payment after verifying their attendance and performance and records within 30 days upon receiving the bill.
14. The MULTI TASKING STAFF so deployed shall not involve themselves in any of the activities which are likely effect the interest of the Organization and shall maintain high order of trust and confidence.
15. The Service provider shall provide all necessary amenities to MULTI TASKING STAFF such as Uniform,etc. And they shall use them while on duty.
16. The Service Provider should furnish a Station address at this office Head Quarters which should be continued during the stipulated contract period and also details of officer responsible for proper coordination & control.
17. Validity: One Year w.e.f. 01.12.2018.The Competent Authority reserves the right to extend or reduce the period as per requirement.
18. If the quoted wages is less than minimum wages limit, the bidder will be disqualified for the tender.
19. Successful bidder have to submit the bank security of Rs. 1,00,000/- each for “Regional Office,Pune-I & Regional Office, Pune-II”.

ANNEXURE-B

GENERAL NATURE OF WORK MULTI TASKING STAFF

- A. Work as a peon.
- B. At least one should be expert in electrical work.
- C. At least one should be expert in plumbing work.
- D. At least one should be expert in carpenter work.
- E. At least one should be expert in four wheeler driving *with valid D. Licence.*
- F. At least one should be expert in other electrical equipment repairing work.
- G. Other office work as given by Authority.
- H. If need arises, the Secretarial Staff shall have to sit late or come early or attend the Office even on Saturday/Sunday/Gazetted Holidays (as per work requirements).
- I. The work hours of the office will be from 09.00 a.m to 05.30 p.m.

ANNEXURE-C

QUOTATION FOR SUPPLY MULTI TASKING STAFF (PER PERSON FOR THE DAILY BASIS) TO THE OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER, REGIONAL OFFICE, PUNE-I & PUNE-II

-: FINANCIAL BID:-

01	Name of the Company/Firm/Establishment	
02	Full Address with Pin Code No.	
03	Phone No/Mobile No/Fax No.	
04	E-mail address.	
05	Date of Establishment/Setup	
06	EPF Code No.	
07	ESIC Code No.	
08	GSTIN No.	
09	Wages (Basic+DA) per Skilled Worker (MULTI TASKING STAFF) per day as per Central Government @ Rs. _____ per day	Rs.
10	PF Contribution @ on _____	Rs.
11	ESI Contribution @ on _____	Rs.
12	GST @ on _____	Rs.
13	Agency Commission or Service Charges @ on _____	Rs.
	TOTAL (Col.9 to 13):	

It is certified that our establishment will comply with all Labour and other related Laws including the EPF & MP Act, 1952, Minimum Wages Act, 1948 & GST etc. as may be applicable from time to time and we undertake to continue the said compliance for the entire period for which the Quotation is submitted.

If our establishment fails to comply with any of the rules and conditions laid down in the whole or in part in the tender form, then I/we agree to confiscate my/our earnest money.

I/We have carefully read the terms and conditions of the contract and to follow them diligently I/we, agree.

Date :

Signature of the Authorised

Address :

Name & Designation

ANNEXURE-E

**QUOTATION FOR PROVIDING MULTI TASKING STAFF TO THE OFFICE OF THE
REGIONAL PROVIDENT FUND COMMISSIONER, REGIONAL OFFICE, PUNE-I &
PUNE-II**

UNDERTAKING

1. It is to certify that the rates mentioned in the quotation for supply of MULTI TASKING STAFF includes minimum wages, EPF Contributions, ESI Contributions, GST and other statutory dues etc.
2. I/We further undertake that I/We follow all the statutory rules like Minimum Wages Act, of Central Government EPF & MP Act, ESI Act, Contract Labour Act, Workmen's Compensation Act, GST etc. or any other act in force at that time and which is applicable to contract labour and we will be responsible for any labour problems arising out of rules as specified by the appropriate Government authority from time to time.
3. I/We are ready to execute the contract with effect from the date stipulated by the Employees' Provident Fund Organisation Regional Office, Pune-I & Pune-II and sign the contract agreement on non-judicial stamp paper of specified value.
4. I/We will abide by all the terms and conditions laid down by the Employees' Provident Fund Organisation, Regional Office, and Pune.

Signature :

Name :

Designation :

Address & :

Place :

Date :

OFFICE SEAL

Technical Bid

1. Firm / agency name.
2. Full address including post box number and telephone member if any Firm/Agency Texture (copy Enclosure) (i) Indian Companies Act, 1956 Indian Partnership Act of 1932 (please name the partners) Any other act.
3. (i) For partnership firms, which are registered under the Indian Partnership Act, 1932, please reveal whether the partnership agreement for mediation has been provided to the partner who has signed the tender.
(ii) If the above answer is negative, then is there a general power of attorney executed by all partners to authorize the partner who has mentioned the dispute to condemn the partnership business for arbitration to sign the tenders (iii) If the answer to point(i) And(ii) is positive the present copy of either the partnership agreement or the general power attorney, as is the matter.
(iii) The copy should be certified by the notary public or its execution should be approved by the Halfta Namah by all the partners, properly stamped paper (Rs.100).
(iv) Details of the owner/partners name, address. telephone number of agency/firm, or the complete details of the director/directors of a company.
4. The name and full address of your banker.
5. Your permanent Income Tax Number / Circle / Ward (Submit copies of PAN / TAN and GST registration)
6. Date of establishment of agency / firm / company
7. Whether all relevant government authorities E.P.F. & E.S.I.C. Registered and licensed under the Contract Labour Act (Attach copies of all registration certificates)
 - (i) P.F.Code number
 - (ii) E.S.I.C.Code number
8. Any other related information.
9. Whether earnest money has been sent or deposited Yes/No
(Draft number/date/ details of issuing bank)
10. The name and address of the firm's representative and whether the firm's representative will be present at the time of the opening of tenders.
11. Name of the permanent representative who visit the office address in relation to the contract.

Date :-

Place:-

Please add supplement page to be ordered by the tendered where necessary.

Technical bid inquiry list.

1	The firm's registration certificate under the PUNE/MAHARASHTRA administration	What is attached Yes/No	Page number
2	Details of the firm's continuous experience in the field of providing services for the last three years to Central Government Establishments/Independent bodies of the Government of India/ Corporations of Government of India, reputed public and private organizationa banks etc.		
3	Engagement adjacently attached Duly certified copies of satisfactory services where the tenders last has been providing services for three years.		
4	Certificate of firm/agency/company registration certificate with income tax and GST departments (PAN/TAN no. And a copy of it should be attached/uploaded)		
5	Registration Certificate in respect of EPF Act and ESIC Act		
6	1,00,000/- Earnest Money deposited		
7	Signature and stamp or its certificate on each page of the tender document		